

30 December 1957

MEMORANDUM FOR: DAD/CR

SUBJECT : Document Division Interests in an Overseas
OCR Operation.

OCR representatives stationed in Europe might profitably participate in the following activities of interest to this Division:

1. Backstop the Release Section in support of DD/I representatives, e.g. sharing of open literature procurement product ^{25X1X7} [REDACTED] through this channel.
2. Advise and assist in the establishment and maintenance of document control systems in U.S. offices. This would be in effect an extension of the AHIP programs for efficient document processing and retrieval of literature in Embassy files and libraries.
3. Educate field staff concerning headquarters facilities and capabilities. This should reduce duplication of effort between the two parties.
4. Develop more efficient systems for control and transmittal of enclosures from the field. Embassy staff could be better informed of PFO operations so that enclosures would not include open literature already forwarded to headquarters via PFO channels. Procurement of literature for a specific requester in a given agency could be diverted from the attache to the PFO system or at least removed from the information reporting channel.
5. Promote improved control of lateral dissemination practices in the field.
6. Monitor European library and bibliographical activities. PFOs have not possessed sufficient awareness of OCR operations to analyze these fully from our point of view.

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Chief, Document Division